

JOB DESCRIPTION
MURFREESBORO WATER AND SEWER DEPARTMENT
PART-TIME COMPUTER GRAPHICS SPECIALIST

1. JOB TITLE: PART-TIME COMPUTER GRAPHICS SPECIALIST

2. DEFINITION: This is a skilled technical position requiring occasional light to medium manual labor in working with the department's geographic information system. This position entails exercising independent judgment in the computer generation of maps, illustrations, databases and various types of cartographic compilations relating to municipal water distribution and wastewater collection systems. The position reports directly to the Department Engineering Manager. All employees are responsible to the City Manager. This position is classified as Non-Exempt for purposes of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Non-Safety Sensitive; the employee will be subject to post accident, reasonable suspicion, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT / JOB LOCATION:

- a. This position requires the use of global positioning systems, drafting instruments, computer workstations, personal computers, blue print machines, calculators, vehicles, tape measures and standard office machines.
- b. The primary location for this job is the Murfreesboro Water & Sewer Department Engineering Section. Periodic fieldwork will be required, and the employee may be exposed to dust, inclement weather, biological, physical and traffic hazards associated with water and sewer line mapping and construction.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Operates global positioning system equipment in the field.
- b. Assists in the data collection and/or field verification.
- c. Sits, stands, lifts, stoops and walks intermittently.
- d. Sets up traffic cones, barricades and other traffic control devices.
- e. Operates a computer mapping system in order to prepare or produce maps, illustrations and other information.
- f. Enters data into computer.
- g. Communicates with the public, other employees of the city and employees of other government agencies to exchange information and data.
- h. Accesses archive files and other sources to retrieve information, and prepares reports.
- i. Prepares drawings and maps in accordance with design standards.
- j. Assists in organizing drawings and coordinates drafting work with other discipline drawings.

- k. Files completed drawings and documents.
- l. Assists in the maintenance of files for all design drawings and project documents.
- m. Researches property ownership.
- n. Moves computer workstations, file storage boxes, office furniture, field equipment.
- o. Develops procedures and finds solutions to work problems.
- p. Attends public meetings as required, some of which may be scheduled after normal working hours.

5. ADDITIONAL EXAMPLES OF WORK TO BE PERFORMED:

Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. High school diploma or GED equivalent, with two to five years of experience in municipal water distribution and wastewater collection systems, engineering, survey or computer science.
- b. Must have legal authorization to work in the United States.
- c. Must be able to comprehend both oral and written instructions and to communicate in English, both orally and in writing.
- d. Knowledge of computer hardware and software applications, with an understanding of or the ability to learn the operating system.
- e. Ability to perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- f. Ability to assume substantial leadership, administrative and supervisory responsibilities in the operation of the computer mapping system.
- g. Must have a valid driver's license.
- h. Ability to operate a vehicle and walk over rough terrain.
- i. Must be able to carry and operate global positioning equipment.
- j. Must demonstrate good temperament, judgment and human relation skills and be able to communicate effectively with developers, contractors, engineers, surveyors and others of the public, some of whom at times may be irate and unreasonable.
- k. Knowledge of or ability to learn accepted standards and practices of a water distribution and wastewater collection systems.
- l. Ability to work independently and to formulate work procedures within the limits of the position to accomplish assigned task.
- m. Ability to train other workers.
- n. Must be neat and orderly and complete tasks in the allotted time.
- o. Knowledge of or ability to learn Occupational Safety Hazards and appropriate safety precautions and procedures.

- p. Ability to report to work on time and perform the duties of the job for an entire workday. Occasional overtime may be required under either emergency conditions or to attend meetings as required by the department.
- q. Must be able to lift and carry equipment or files weighing approximately fifty (50) pounds.
- r. Must be able to climb stepladders.
- s. The employee may be subject to a pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the physical strength and dexterity requirements of the position.

Non Exempt
Non-Safety Sensitive
March 19, 2003